



GREEN ACRES

LOCAL GOVERNMENT AUNIT AND NONPROFIT GUIDE

Surveys

Land surveys are critical to properly identifying the project site including marking the location of the parcel on the ground; locating any natural and man-made features; identifying any easements, rights-of-way, or other restrictions on the property; identifying and establishing dimensions of encroachments, gores, overlaps, or other potential conflicts with adjoining properties; and providing an accurate, unambiguous and modern metes and bounds description that will identify the limits of the Green Acres area of participation.

Green Acres uses land surveys to facilitate mapping the parcel in the Department's Geographic Information System/Land Information System (GIS/LIS) which is used for State open space planning purposes. Land surveys also assist local government units and nonprofits in their land management efforts and are used by Green Acres in meeting its stewardship responsibilities, such as conducting effective inspections pursuant to proposed N.J.A.C. 7:36-25.1(c). The Local and Nonprofit Land Survey Overview (attached) provides guidance to local government units and surveyors regarding the quality and content of the deliverables required in order to obtain Green Acres funding.

DELIVERABLE TO GREEN ACRES with a request for payment

The following survey items must be forwarded to Green Acres for review and approval prior to release of State funding:

- ___ 1) Two (2) signed, sealed and dated paper copies of the survey plan.
The land survey plan must be prepared in accordance with the Local and Nonprofit Land Survey Overview (attached). The survey also shall be prepared in accordance with the rules of the State Board of Professional Engineers and Land Surveyors at N.J.A.C. 13:40-5 and be compatible with the Mapping and Digital Data Standards at N.J.A.C. 7:1, Appendix A. The survey shall show areas to be subject to or excluded from Green Acres restrictions;
- ___ 2) Two (2) copies of the original metes and bounds "Description of Property" with a copy of the 8 " x 11" reduced survey plan attached to each.
The metes and bounds description must state the acreage of each included lot and correspond to the survey required above. It must be submitted on the surveyor's letterhead, signed and sealed by the surveyor.
- ___ 3) One (1) 3 1/2" floppy diskette or CD-ROM of the parcel survey lines in a .dxf format.
- ___ 4) One (1) completed "Surveyor's Certification and Summary Form (attached).
(If funding from the Environmental Infrastructure Financing Program is being used, please contact Green Acres for appropriate forms and guidance.)



GREEN ACRES
Local and Nonprofit Land Survey Overview
N.J.A.C. 7:36 - Appendix 2

A land survey plan prepared as part of a Green Acres project must be conducted by a New Jersey Licensed Professional Land Surveyor and must meet the following requirements:

- **Size of plan** must be 30x42 inches or 24x36 inches folded to approximately 8-1/2 x 11 inches with the title block facing up.
- **Orientation of parcel** must have north pointing upward or left in landscape view, or upward or right in portrait view.
- **Clockwise bearings** must be used so that metes and bounds description of the parcel can be read in a clockwise fashion.
- **Scale of parcel** must be standard engineering scale in feet, and all data must be presented clearly.
- **Line and curve tables** are not acceptable. Label line and curve data directly on the survey course.
- **Significant figures** – Bearings must be rounded to whole seconds; distances and New Jersey State Plane Coordinate System (NJSPCS) NAD 1983 coordinates must be rounded to two decimal places in feet; and acres must be rounded to three decimal places except along waterways where one decimal place is required.
- **Mathematical closure** – All property surveys must form closed polygons with all sides defined by mathematical survey expressions being bearing and distances on all straight line segments and tie lines: radius, arc length, delta, chord bearing/distance on all curved lines; general calls must have tie lines.
- **Mathematical survey expressions** must be used to define all courses of the parcel being surveyed.
- **Area** must be stated in acres to three decimal places unless bounded by a waterway or Tidelands Claim, then one decimal place.
- **Aerial photographs and planimetric mapping** must be current to within two (2) years of survey.
- **Areas of claim of tidelands ownership by State of New Jersey** must be shown with area to 1/10th acre.
- **Waterways** at boundary must show mathematical tie lines. Terms “trash-line” and “debris line” are not acceptable.
- **Roads** - Survey lines should run to the center of the public road; area subject to the paramount rights of the public must be identified.
- **Subdivision of lands** - Survey and describe the entire property, then except out lands remaining.
- **Title block** must meet requirements of State Board of Professional Engineers and Land Surveyors.
- **Legend of acquisition** must include project name and number, funding source, acquisition partner (if any), seller name and identification number (available from Green Acres), municipality, county, list of each tax block and lot surveyed, interest being obtained for each lot, and area summary.
- **Corner marking** - Detailed enlargements may be required to be made to show a corner marker set or the relationship to markers found near a corner.
- **Plan certification** – Plan must contain the standard language certification.
- **Location map** must be placed in the upper right hand corner of the plan with the perimeter of survey drawn, indicating the site and the north arrow.
- **Line weight and type** - Perimeter survey lines shall be solid and be the most prominent line weight on the plan.

- **Street address** of the subject parcel being surveyed must be given only if the municipality has assigned a street number.
- **Municipal tax block and lot numbers** - The block and lots of the parcel and all adjoining must be labeled. Internal lot lines and individual areas per lot shall be stated on the plan, and individual lot areas shall be restated in the metes and bounds description.
- **Any permanent-type building**, improvements, structures or foundations must be shown.
- **Any utility easements**, visible or known of record, overhead wires or pole lines within the parcel must be shown.
- **Encroachments** shall be clearly drawn, labeled, and dimensioned to the property line. Such encroachments may need to be excluded from Green Acres encumbrances and funding.
- **Watercourses** must be labeled including the name of the stream and showing the direction of flow and the area within the bed.
- **All drains and sewers** that are visible on the surface of and within the limits of the parcel must be shown.
- **The name of record owners** and the latest deed book and page reference for adjoining lands must be provided.
- **Roads not open** are to be indicated as paper streets. If they are not vacated, they are subject to possible rights. The area of the paper streets must be labeled.
- **Tax Map** - If the survey finds that the municipal tax map erroneously locates the parcel, note this discrepancy on the plan.
- **Deed book and page number** of the reference deeds actually used must be indicated graphically.
- **Point of beginning** must be labeled "Description Point of Beginning" or "P.O.B." with coordinates.
- **Survey to follow deed lines** - The lines of the survey are to run with the lines in the deeds.
- **Public road rights-of-way and rivers** that are acquired in fee must be identified as subject to such existing rights.
- **Private rights-of-way and easement widths** must be shown with record or physical width provided.
- **Deed conflicts** must be clearly labeled with information for all adjoining, including name, tax block and lot, and deed book and page.
- **Record gore areas** shall require a separate metes and bounds description of the gore area for potential use in a quit claim deed.
- **Record overlap areas** shall require a description of the overall metes and bounds of property, subject to the overlap.
- **Corner marking and line marking** is decided by the "Ultimate User" (the local government unit or nonprofit and also the State of New Jersey).
- **Corner markers** must be set at the perimeter and at limits of all public access easements.
- **Omit markers** that would otherwise be set at the right-of-way line of a public road or on lands common with other lands of the local government unit (or nonprofit) or internal to the project.
- **Found markers** that are found within a radius of 1.5 feet of the true may be considered as marked.
- **Offset markers** must be set if the corner is inaccessible.
- **Public access corner markers** must be set on all public access corridors.
- **Three monument minimum** - Set a minimum of three new monuments for corner markers.
- **Cap detail** must be drawn on the plan to show survey firm, year set, and the corner number. Also state diameter of rebar.
- **Acceptable corner markers** are standard 3-1/2 inch or 2-1/2 inch bronze or aluminum disk.
- **Disks** may be used for corner markers if the survey corner falls on a large boulder.
- **Monuments** may be pre-cast or poured in place, not less than 4 inches square on top containing a standard disk.
- **Rebar** must be capped with metal disk as plastic caps are not capable of being stamped in the field.
- **Original signature and seal** must appear on plan; a rubber stamp or computer-generated signature is not acceptable.

Digital files must be submitted on a HD 1.44MB 3.5 “, 5.25” or mini CD-R compact disks

- Submit a **Digital** file that shall be a **.dxf** format single layer digital drawing containing closed survey lines.

Deed description format

- **Deed description type** is that of a separate document metes and bounds description of property with reduced plan attached.
- **Letterhead of survey firm** is required for the separate metes and bounds “Deed Description” of property and must contain the name, address, phone number, and e-mail address of survey firm.
- **Description heading** should include the title “Deed Description” and the qualifying supplemental terms such as “of Conservation Easement” or “of Gore Area” with project name and number, seller name, tax data, municipality, and county.
- **Description introduction** shall read: “All that certain tract or parcel of land located (at, on or along street address) in the (City, Borough, Town, or Township) of _____, County of _____, New Jersey, bounded and described as follows:”
- **Description second paragraph** must describe the point of commencement and/or the point of beginning with coordinates identified.
- **Body of description** should read clockwise, with numbered courses. It should not include any new information not on plan. Description shall include call corners with assigned corner number if cap stamped with number.
- **Use augmenting and qualifying clauses** as required, such as “together with...” or “subject to...”
- **Recite areas described**, total area contained, then specify the area of each included tax lot.
- **Closing paragraph and call for survey** must read: “The above description was written pursuant to a survey of property designated as Block __, Lot __, on the municipal tax map of (____ municipality name), County of _____, State of New Jersey. Said survey was prepared by (____ Survey firm’s name and address), (____ date), revised through (____ last revision date, if any), and is marked as file No. _____. A reduced copy of said plan is attached hereto and made a part hereof.”

Original signature, embossed seal and date signed must appear on description; rubber stamps are not acceptable.

For further technical explanation or clarification of any item required on the Local and Nonprofit Land Survey Overview, please refer to the full *Scope of Work for Professional Land Surveying Services* found on the web at www.nj.gov/dep/greenacres/scope_local.doc.

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
Green Acres Program, Bureau of Local and Nonprofit Assistance

SURVEYOR'S CERTIFICATION & SUMMARY FORM

PROJECT INFORMATION

Green Acres project number: _____
Project name: _____
Applicant: _____

PARCEL INFORMATION

Parcel or Owner ID: _____ Seller's Name _____
(Repeat Block, Lot, Interest, etc. as needed to identify all parcels being within the lines of the survey)

Block: _____ Lot: _____ Interest: _____ % acquiring _____ Acres acquiring: _____
Municipality: _____ County: _____

SURVEY INFORMATION

Prepared for using agency (local government unit or nonprofit): _____

Survey firm: _____

Name of surveyor: _____ NJPLS No. _____

Date on survey plan: _____ Date signed: _____ Date last revised: _____

TITLE INFORMATION

Title Company _____
(If no copy of search was supplied by using agency, please state a subject to findings of title search above)

Commitment No.: _____ Date of commitment: _____

Deed used for reference: _____

CERTIFICATION

I hereby certify that I have completed the above survey in accordance with the Green Acres Local and Nonprofit Land Survey Overview contained in a written contract with the above using agency. Based upon an actual field survey of the above property conducted under my supervision, my examination of field and record evidence and the above title report, (if any supplied by using agency), the parcel being acquired consists of a total surveyed area of _____ acres, **subject to** the following:

EASEMENTS _____

RESTRICTIONS _____

CONDITIONS: _____

ROAD: _____ acres CLAIMED AS NJ TIDELANDS: _____ acres OVERLAP: _____ acres

UNDER WATER _____ acres GORE BETWEEN ADJOINING LANDS _____ acres

AREA OF CLOUDED TITLE: _____ acres NET AREA GREEN TRUST ENCUMBERENCE: _____ acres

ENCROACHMENTS (YES)____(NO)____ NUMBER OF SEPARATE DESCRIPTIONS PREPARED _____

Survey Reviewed by Green Acres _____ date _____

Surveyor's Signature & Seal _____ date _____